



**Bright from the Start Georgia Department of Early Care and Learning
2 Martin Luther King Jr. Drive SE, 670 East Tower
Atlanta, GA 30334**

Phone: (404) 657-5562 WWW.DECAL.GA.GOV

Cover Sheet

Date: 5/20/2021 **VisitType:** Licensing Study

Arrival: 10:00 AM

Departure: 11:00 AM

CCLC-1538

Childtime Childcare #1102

4050 Darling Ct. SW Lilburn, GA 30047 Gwinnett County
(770) 381-5415 1102@childtime.com

Regional Consultant

Leena Mitchell

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leena.mitchell@decal.ga.gov

Mailing Address

Same

Quality Rated: ★ ★

Compliance Zone Designation			Compliance Zone Designation - A summary measure of a program's 12 month monitoring history, as it pertains to child care health and safety rules. The three compliance zones are good standing, support, and deficient. Good Standing - Program is demonstrating an acceptable level of performance in meeting the rules. Support - Program performance is demonstrating a need for improvement in meeting rules. Deficient - Program is not demonstrating an acceptable level of performance in meeting the rules.
05/20/2021	Licensing Study	Good Standing	
10/05/2020	Monitoring Visit	Good Standing	
05/13/2020	Licensing Study	Good Standing	

Ratios/License Capacity

Building	Room	Age Group	Staff	Children	NC/C	Max 35 SF.	35 SF. Comp.	Max 25 SF.	25 SF. Comp.	Notes
Main	A Left Front	One Year Olds and Two Year Olds	2	10	C	14	C	NA	NA	Outside
Main	B Left Middle	One Year Olds and Two Year Olds	1	8	C	23	C	NA	NA	Centers
Main	C Left Rear	PreK	2	21	C	31	C	NA	NA	Circle Time
Main	D right rear	Three Year Olds and Four Year Olds	1	14	C	31	C	NA	NA	Centers
Main	E Right middle	PreK	2	19	C	25	C	NA	NA	Circle Time
Main	F Right Front	One Year Olds and Two Year Olds	2	10	C	22	C	NA	NA	Outside
Total Capacity @35 sq. ft.: 146						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 82			Total Capacity @35 sq. ft.: 146			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG- Left Front	163	C
Main	PG- Left Rear	0	C
Main	PG- Right	0	C

Comments

An Administrative Review was conducted on May 18, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on May 20, 2021 with the director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on May 1, 2021 was reviewed during the virtual inspection.

Plan of Improvement: No Plan Developed

Any rule violation which subjects a child to injury or life-threatening situation or any rule violations previously cited but not corrected, may result in the imposition of an adverse enforcement action. Serious or continued noncompliance may also jeopardize participation in one or more DECAL program(s).



Please refer to the website, <http://www.dec.al.ga.gov/CCS/RulesAndRegulations.aspx>, for information regarding October 1, 2018 rule changes about Criminal Records Checks that may affect your facility. In summary,

- New records checks will be required to be completed if a staff member experiences a six month break in service from the child care industry
- New clearance is required at least once every five years
- Any staff member solely responsible for supervising children will be required to have completed a comprehensive background clearance
- All staff members are required to have completed at least a national fingerprint based clearance check
- Any staff member with only the national fingerprint based clearance, must be under constant and direct supervision of a staff member with a satisfactory comprehensive records check clearance
- Facilities are required to use DECAL KOALA for Criminal Records Checks, including to verify portability of an employee



Important New Deadlines:

Due to the ongoing COVID restrictions, the deadline to become Quality Rated for programs who want to continue to receive Childcare and Parent Services (CAPS), has been extended to at least December 31, 2021.

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.al.ga.gov/>
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or qualityrated@dec.al.ga.gov

O.C.G.A. Section 42.1.12(i)(2) requires Bright from the Start: Georgia Department of Early Care and Learning to notify licensed child care programs on accessing and retrieving from the Georgia Bureau of Investigation's (GBI) website a list of the names and addresses of all registered sexual offenders. Please see GBI's website located at <http://gbi.georgia.gov> to access the Georgia Sex Offender Registry.

Refutation Process:

You have the right to refute any of the citations noted in this report with which you disagree. To refute a citation(s), e-mail the following information to CCSRefutations@dec.al.ga.gov.

- 1) Facility name, license number and visit date
- 2) Your name, title/relationship to the facility, e-mail address & up to two phone number(s) where you can be reached
- 3) Specific rule number(s) that you are refuting, along with your concerns or questions regarding the rule citation

Refutations must be submitted to Child Care Services (CCS) within 10 business days of the completion date.

A sample form for submitting a refutation can be found at: <http://dec.al.ga.gov/ChildCareServices/RefutationInformation.aspx>

Your refutation will be forwarded to the appropriate CCS manager, who will follow up with you about your concerns. If you have any questions about this process, contact our office at 404-657-5562.

Bright from the Start recommends that all licensed child care providers carry liability insurance coverage sufficient to protect its clients. If you do not have this liability insurance, you are required to post a notice with ½ inch letters in a conspicuous location in the program, notify the parent or guardian of each child in care in writing, obtain their signature to acknowledge receipt and maintain this written acknowledgment on file at the program at all times while the child attends the program and for 12 months after the child's last date of attendance. (O.C.G.A. Section 20-1A-4)

Arnell Fortier, Program Official

Date

Leena Mitchell, Consultant

Date



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Findings Report

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.12 Equipment & Toys(CR)

Met

Comment

A variety of equipment and toys were observed throughout the center.

Comment

Equipment and furniture observed to be properly secured, as applicable.

591-1-1-.35 Swimming Pools & Water-related Activities(CR)

Met

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 1

Child # 1	Met
Child # 2	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(3)-Address of Release Person Missing	
Child # 3	Met
Child # 4	Met
Child # 5	Met

Technical Assistance

Consultant discussed the following rule with the Provider on this date: 290-2-3-.08(1) requires the Home to have a current and updated record for each Child in care and for a period of one (1) year after each Child leaves. Such records shall include: identifying information (Child's name, birth date, Parent's name, home and business addresses, telephone numbers); name, address and telephone number of persons, including Child's physician, to contact in emergencies; and name, address, telephone numbers, relationship to Child and to Parent(s) and other identifying information of person(s) to whom the Child may be released. Discussed ensuring that forms are updated and that all required areas are addressed.

Correction Deadline: 5/20/2021

Facility

591-1-1-.06 Bathrooms**Met****Comment**

Bathrooms observed to be clean and well maintained.

591-1-1-.19 License Capacity(CR)**Met****Comment**

Licensed capacity observed to be routinely met by center.

591-1-1-.25 Physical Plant - Safe Environment(CR)**Met****Comment**

Center appears clean and well maintained.

Comment

No hazards observed accessible to children on this date.

591-1-1-.26 Playgrounds(CR)**Met****Comment**

Playground observed to be clean and in good repair. Please ensure to monitor the playground areas for the following hazards:

- Normal wear and tear of playground equipment and toys.
- Potential entrapment hazards in the fence surrounding the playground area.
- Biting and/or stinging insects (i.e. ants, bees, etc.)
- Loose and/or weak tree branches surrounding the playground area.
- Standing water in and around playground equipment after inclement weather.
- Fluff and redistribute resilient surface as needed.

Food Service

591-1-1-.15 Food Service & Nutrition**Met****Comment**

591-1-1-.15(2) - Please ensure the new updated infant feeding form is used. Discussed revision to the written feeding plans for children under the age of one (1) years old. Age-appropriate solid foods (including cereal) shall not be given to infants or children less than one (1) of age until recommended as developmentally appropriate by the child's primary care physician and indicated in writing by the Parent(s). As soon as the feeding plan indicates that a child is ready for solid foods, the child shall be fed from individual spoons and individual containers or dishes. A child shall not be fed directly from the original baby food container if the contents are to be fed to the child at more than one (1) meal or to more than one (1) child.

Correction Deadline: 5/20/2021

Comment

591-1-1-.15(7) - Discussed new revision as of October 1, 2020, which states: Foods that are associated with young children’s choking incidents, such as, but not limited to, peanuts, hot dogs, raw carrots, popcorn, fish with bones, cheese cubes, grapes and any other food that is of similar shape and size of the trachea/windpipe shall not be served to the children less than four (4) years of age. Children older than four (4) years of age may be served these foods provided that the foods are cut in such a way as to minimize choking.

Correction Deadline: 5/20/2021

591-1-1-.18 Kitchen Operations

Met

Comment

Kitchen appears clean and well organized.

Health and Hygiene

591-1-1-.10 Diapering Areas & Practices(CR)

Met

Comment

Staff state proper knowledge of diapering procedures.

591-1-1-.17 Hygiene(CR)

Met

Comment

Proper hand washing observed throughout the center. Staff stated proper knowledge of hand washing and hygiene procedures for staff and children during virtual visit.

591-1-1-.20 Medications(CR)

Met

Correction Deadline: 10/5/2020

Corrected on 5/20/2021

.20(1) - The consultant observed the previous citation to be corrected in that the consultant observed evidence of complete medication form which includes full name of child, name of medication, prescription number.

Policies and Procedures

591-1-1-.22 Parental Access

Met

Comment

591-1-1-.22 - Parental access requirements are met per current COVID-19 guidelines.

Correction Deadline: 5/20/2021

591-1-1-.27 Posted Notices

Met

Comment

Observed all required posted notices.

591-1-1-.29 Required Reporting

Met

Comment

The consultant discussed the updated required reporting requirements regarding suspected cases of child abuse (at the center and/or home) reported to the Department of Family and Children Services, communicable illness required to be reported to the Department of Public Health, and temporary closure of the center via DECAL KOALA.

Safety

591-1-1-.05 Animals **Met**

Comment

Center does not keep animals on premises.

591-1-1-.11 Discipline(CR) **Met**

Comment

Staff were observed to maintain a positive learning environment on this date. Staff stated proper discipline procedures during the virtual visit.

591-1-1-.13 Field Trips(CR) **Met**

Comment

Center does not participate in field trips at this time.

591-1-1-.36 Transportation(CR) **Met**

Comment

The consultant observed the following vehicles to have a current vehicle inspection report on file:
- Vehicle Tag # - RGS 0426 - Expires May 17, 2022.

Correction Deadline: 10/6/2020

Corrected on 5/20/2021

.36(7)(c)2. - The consultant observed the previous citation to be corrected in that the consultant observed evidence of complete transportation documentation.

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR) **Met**

Comment

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date. Staff stated proper safe sleep policy and procedure during virtual visit.

Comment

Consultant discussed the following rule with the Provider on this date: 591-1-1-.30(1)(b)2 requires that cots and mats are used by the same child daily and marked for individual use.

Correction Deadline: 5/20/2021

Staff Records

Records Reviewed: 15

Records with Missing/Incomplete Components: 5

Staff # 1 Not Met

Date of Hire: 12/29/2020

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 2 Met

Date of Hire: 08/19/2020

Staff # 3 Met

Date of Hire: 05/05/2021

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 4 Met

Date of Hire: 06/04/2018

Records Reviewed: 15**Records with Missing/Incomplete Components: 5**

Staff # 5	Met
Date of Hire: 05/03/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 6	Met
Date of Hire: 08/20/2019	
Staff # 7	Met
Date of Hire: 11/28/2011	
Staff # 8	Met
Date of Hire: 10/24/2011	
Staff # 9	Met
Date of Hire: 03/21/2016	
Staff # 10	Met
Date of Hire: 08/06/2018	
Staff # 11	Not Met
Date of Hire: 02/27/2020	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing	
Staff # 12	Not Met
Date of Hire: 10/09/2018	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing	
Staff # 13	Not Met
Date of Hire: 01/03/2018	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing	
Staff # 14	Met
Date of Hire: 09/05/2020	
Staff # 15	Not Met
Date of Hire: 05/11/2008	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing	

Staff Credentials Reviewed: 10**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Met**

Comment

The director provided four files for staff members hired since the previous visit was conducted on October 5, 2020. The consultant observed four of four newly hired staff members to have evidence of a satisfactory criminal record check letter on file.

591-1-1-.09 Criminal Records Check(CR)

Met

Comment

Criminal records checks were observed to be complete.

591-1-1-.14 First Aid & CPR

Met

Comment

Evidence observed of 50% of center staff certified in First Aid and CPR.

Comment

Please add insect-sting preparation in first aid kit(s).

Comment

Please be mindful of training expiration dates.

591-1-1-.33 Staff Training

Not Met

Comment

Documentation observed of required staff training.

Finding

591-1-1-.33(3) requires each Staff member with direct care responsibilities to complete health and safety orientation training within the first 90 days of employment. The state-approved training hours obtained will count toward required first year training hours. The training must address the following health and safety topics: prevention and control of infectious diseases (including immunizations); prevention of sudden infant death syndrome and use of safe sleeping practices; administration of medication, consistent with standards for parental consent; prevention of and response to emergencies due to food and allergic reactions; building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic; prevention of shaken baby syndrome, abusive head trauma and child maltreatment; emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility); handling and storage of hazardous materials and the appropriate disposal of bio contaminants; precautions in transporting children; recognition and reporting of child abuse and neglect; and child development. It was determined based on review of records that staff member #1, with a documented date of hire of December 29, 2020, did not completed ten (10) hour health and safety orientation training within their first 90 days of employment.

POI (Plan of Improvement)

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates and will ensure that the training includes all required components as required.

Correction Deadline: 6/19/2021

591-1-1-.31 Staff(CR)

Met

Comment

Staff observed to be compliant with applicable laws and regulations. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on May 1, 2021.

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR)

Met

Comment

Center observed to maintain appropriate staff:child ratios.

Comment

Staff observed to provide direct supervision and be attentive to children's needs.

Comment

591-1-1-.32(7) - Discussed new revision as of October 1, 2020, which states: Staff shall be attentive and participating with all children during mealtimes and shall be seated within an arm's length away from children thirty-six (36) months of age and younger.

Correction Deadline: 5/20/2021